

**PLEASE POST CONSPICUOUSLY**

**WATERTOWN CIVIL SERVICE COMMISSION  
ANNOUNCES**

**EXAMINATION OPEN TO THE PUBLIC**

**FOR**

**SENIOR CODE ENFORCEMENT OFFICER**

**EXAM NUMBER 61-489**

**Examination Date: June 4, 2005**

**Last Filing Date: Applications must be postmarked no later than April 27, 2005**

**Salary: \$34,916 ~ \$43,900**

**Application Fee: \$15.00**

**The eligible list resulting from this examination will be used to fill appropriate vacancies as they occur in the City of Watertown.**

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in mechanical or construction technology or closely related field and three years of experience as a building contractor, or journey level trades worker or in the design of buildings or in the inspection of building for safety and compliance codes; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and five years of experience as defined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) or (B) above.

**NOTE:** Candidate for appointment in this class will be required to complete any mandated training established by New York State which is included under General City Law, Section 48; candidate must live in the City of Watertown.

**DUTIES:** The work involves responsibility for overseeing the enforcement of activities required for compliance with the New York State Uniform Fire Prevention and Building Code with relevant municipal codes and regulations. Activities are conducted both in the office and at inspection sites. The work is performed under the general direction of the Director of Planning or Deputy with wide leeway allowed for the use of independent judgment in carrying out work assignments. Supervision is exercised over the work of Code Enforcement Officers and clerical support staff. The incumbent does related work as required. **A complete job description is available from the Civil Service Commission.**

**SUBJECT OF EXAMINATION:** You must pass a **written test** with a score of 70 or higher to be considered for appointment. The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

**1. Inspection procedures and principles**

These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects, including proper adherence to plans and codes, dealing with residents, owners and contractors, and inspection record keeping.

**2. Building construction and rehabilitation**

These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.

**3. Understanding and interpreting building plans and requirements**

These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.

**4. Building, housing and zoning laws and codes**

These questions test for knowledge of, and the ability to apply, provisions of the Building and Residential Codes of New York State (and the portions of other codes applicable to these two codes), and the general concepts of zoning, including related laws and regulations.

**5. Installation and inspection of small septic and wastewater systems, including related codes**

These questions test for knowledge of building-related septic system and interior and exterior sewer system components, processes and codes.

**6. Fire prevention and understanding and interpreting fire codes**

The fire prevention questions test for a knowledge of fire prevention methods, principles, practices, and equipment. These questions cover such areas as the following: alarms; automatic smoke/fire detectors; automatic sprinklers; standpipes; dealing with building owners and managers; fire hazards; fire prevention education; and inspection of buildings.

The understanding and interpreting fire codes questions test for the ability to comprehend written material related to fire prevention and inspection. You will be provided with a brief reading

passage. You must then select the most appropriate statement relating to the passage on the basis of whether it:

- (a) accurately paraphrases portions of the passage; or
- (b) adequately summarizes the passage; or
- (c) presents an inference that can reasonably be drawn from the passage.

All the information needed to answer the questions will be presented in the passages.

## **7. Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

## **8. Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale and discipline.

This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law and rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**CALCULATORS:** The use of calculators is **RECOMMENDED**. Candidates are permitted to use quiet, hand-held, solar or battery-operated calculators. Devices with typewriter keyboards such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**VETERANS' CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

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In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

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### **INFORMATION FOR CANDIDATES**

**HOW TO APPLY:** Applications may be obtained from and must be filed at the Watertown Civil Service Commission, Room 201B Municipal Building, 245 Washington Street, Watertown, New York. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Applications must be postmarked no later than April 27, 2005.

**CROSS FILERS:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for **both** state and local government examinations, you must make arrangements to take all your examinations at the state examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the exams. You must notify each local civil service agency at which test site you wish to take your examination.

**APPLICATION FEE:** A fee of \$15.00 is required for each examination for which you apply. Fees must accompany your application and are payable to the City Comptroller, Room 203 Municipal Building. **No refunds will be made for any reason.** Please make sure you meet the minimum qualifications for any examination for which you apply.

**EXCEPTIONS TO FEE REQUIREMENT:** Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must certify on their applications that they are receiving public assistance, the type of assistance they are receiving, the agency providing the assistance, and their case number. Such claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

**RESIDENCY:** There is no residency requirement for this examination; however, **candidate must be a resident of the City of Watertown at the time of appointment.**

**SPECIAL ACCOMMODATIONS:** Persons with disabilities and Saturday religious observers requiring special arrangements or accommodations for testing must note this on their applications. Please be sure to complete Section D on page 4 of the application.

**ELIGIBLE LIST:** The duration of the eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment. A promotional examination for this title will be held at the same time as the open competitive exam. The eligible list resulting from the promotional exam will be used first.

**LOCATION OF EXAM:** Candidates will be notified in writing of the time and location of the written exam. Call the Civil Service Commission at 785-7733 if you do not receive your admission notice at least three business days prior to the date of the exam.

The City of Watertown is an Equal Opportunity Employer and as such offers equal opportunities for all qualified applicants with no discrimination as to race, color, creed, sex, or national origin.

THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: [www.watertown-ny.gov](http://www.watertown-ny.gov)

**Date Issued: March 14, 2005**

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**Executive Secretary  
Civil Service Commission**